

ADMINISTRATIVE FORMS SUBMISSION GUIDE
2019-2020 ACADEMIC YEAR

Please place completed forms in the tray on top of the credenza in the lecture room or give them to Kristen.

REQUIRED

Return on Wednesday, September 4, 2019:

1. Administrative information form
(Emailed last week; please speak to Kristen if you need a copy.)

Return by Friday, September 9, 2019:

1. Statement of handbook understanding
2. AMI membership application
(Fee is included in course tuition.)
3. Code of ethics
4. AMI Requirements for Certification
5. Academic probation explanation
(If applicable; only those on academic probation have this in their folders.)
6. Media release
7. Mentorship request form
(If applicable; for those not on academic probation to let us know whether they would or would not like to request an individual mentor at this time.)
8. International Student Agreement
(If applicable; for students with F-1 visas.)

OPTIONAL

Return by Friday, September 9, 2019:

1. Locked storage unit key form

Return at any time:

1. Book order form